

APPENDIX J

STANDARD CBD SYNOPSIS FORMAT FOR A-E SERVICES

FAR 5.207(b)(4) specifies a standard 17-item format for CBD synopses. Most items are self-explanatory. Additional instructions are provided below for Items 6, 8, and 17 to standardize synopses for A-E services throughout USACE.

ITEM 6.CLASSIFICATION CODE

All A-E services, except for surveying and mapping, will be listed under Service Code C. Surveying and mapping contracts will be listed under Service Code T, except those exclusively for boundary surveys which will be listed under Service Code R.

ITEM 8.SUBJECT

Title of proposed A-E contract in capital letters such as "DESIGN OF GENERAL PURPOSE WAREHOUSE, FT. RUCKER, AL" or "INDEFINITE DELIVERY CONTRACT FOR GEOTECHNICAL ENGINEERING WITHIN THE VICKSBURG DISTRICT."

ITEM 17.DESCRPTION

The description will be divided into the following four standard parts:

CONTRACT INFORMATION. Include as appropriate:

- General nature of A-E services, such as design, studies, surveying and mapping, facilities master planning, or construction phase services. Do not use the terms "Title I" or "Title II", which are obsolete and have no statutory or regulatory basis.

- Set-aside restrictions.

- Type of contract, such as FFP, ID, or CPAF.

- Number of contracts. If multiple contracts, state how rank of firms will relate to award of contracts.

- If multiple ID contracts, state method to be used to allocate task orders among contracts when two or more ID contracts contain the same or

similar scopes of work such that a particular task order might be awarded under more than one ID contract. See EFARS 36.601-3-90 for guidance.

- Anticipated start and completion dates of the contract.

- Proposed contract options, such as final design, construction phase services, or option periods for an ID contract.

- Maximum contract and task order amounts for an ID contract.

- Range of estimated A-E contract price, if construction costs are not applicable. Use the ranges in FAR 36.204 and DFARS 236.204.

- Subcontracting plan requirements and goals for large businesses if the contract price is estimated to exceed \$500,000.

- Applicability of the Service Contract Act (FAR 22.10).

- Requirement for registration in Central Contractor Registration.

PROJECT INFORMATION. Include as appropriate:

- Description of the project and/or A-E services. Do not include selection criteria in this description.

- Description of deliverables. Refer to the most recent guidance from the Tri-Service CADD/GIS Technology Center on sample CBD language for CADD and GIS deliverables. (See Appendix D for the Internet address of the Tri-Service Center. The referenced guidance on A-E deliverables is under "Products.")

- Area of work for an ID contract.

- Range of estimated construction cost, if applicable. Use the ranges in FAR 36.204 and DFARS 236.204.

SELECTION CRITERIA. List all selection criteria in relative order of importance following the general FAR and DFARS selection criteria. Reference to CBD Numbered Note 24 is not sufficient. State any justifiable minimum qualifications (such as minimum number of years experience, minimum number of projects, or minimum number of personnel in a discipline).

Begin this part with a statement similar to the following:

"See Note 24 for a general description of the A-E selection process. The selection criteria for this particular project are listed below in descending order of importance (first by major criterion and then by each sub-criterion). Criteria a-f are primary. Criteria g-i are secondary and will only be used as "tie-breakers" among technically equal firms."

Typical selection criteria include¹:

a. Specialized Experience and Technical Competence:

- Experience of firm and its consultants in certain types of projects and/or features of work.
- Experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials, as appropriate.
- Experience of the prime firm and significant subcontractors in working together.
- Experience in adapting standard design packages.
- Specific technical capabilities, such as construction cost estimating or materials testing.
- Knowledge of specific laws and regulations.
- Compatibility with specific CADD equipment, and format of required CADD products.
- Knowledge of certain design criteria.

- Design quality management approach.
- Specialized equipment requirements.
- Knowledge of a foreign language.

b. Professional Qualifications:

- Professional and supporting disciplines, including registration or licensing requirements.
- Specific experience and training for certain personnel.

c. Past Performance: State this criterion similar to the following:

"Past performance on DoD and other contracts with respect to cost control, quality of work, and compliance with performance schedules."

d. Capacity to Accomplish the Work:

- Ability to meet the schedule of the overall project and/or certain phases.
- Ability to provide a minimum number of teams or crews for surveying, inspections, data collection or similar services.
- Ability to accomplish a certain number of task orders simultaneously for an ID contract.
- Minimum number of personnel in a certain discipline to be assigned to the project, when appropriate.
- If schedule is critical for the project, say so.

e. Knowledge of the Locality: Specific knowledge of certain local conditions or project site features, such as geological features, climatic conditions, local construction methods, or local laws and regulations. A general desire for a local firm must be translated into specific required knowledge of the locality.

f. SB and SDB Participation: Include this as a secondary criterion in all unrestricted synopses. State similar to the following:

¹ The criteria are listed in the order of importance which is usually most appropriate, however they may be ordered differently as warranted for specific contracts.

"Extent of participation of small businesses (including women-owned), small disadvantaged businesses, historically black colleges and universities, and minority institutions in the proposed contract team, measured as a percentage of the total estimated effort."

g. Geographic Proximity: Proximity should normally only be used as a selection criterion for small or routine projects and ID contracts in support of a specific installation(s). If used, this criterion should be secondary and stated similar to the following:

"Location of the firm in the general geographical area of ____."

h. Equitable Distribution of DoD Contracts: This is a secondary criterion to be included in all synopses. State similar to the following:

"Volume of DoD contract awards in the last 12 months as described in Note 24."

SUBMISSION REQUIREMENTS. Do not include any selection criteria in this part. Begin this part with a statement similar to the following:

"See Note 24 for general submission requirements. Interested firms having the capabilities to perform this work must submit ____ copies of SF 255 (11/92 edition) and ____ copies of SF 254 (11/92 edition) for the prime firm and all consultants to the above address not later than the close of business on the 30th day after the date of this announcement. If the 30th day is a Saturday, Sunday, or Federal holiday, the deadline is the close of business of the next business day. Solicitation packages are not provided. This is not a request for proposal."

Indicate any additional submittal requirements or instructions such as:

- Specific instructions for completing certain blocks of the SF 254 or SF 255.

- Information to include in SF 255, block 10, such as design quality management plan (DQMP), organization chart, or description of capabilities and equipment.

- Requirement for in-person presentations by the most highly qualified firms for significant projects.